



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
UNITED STATES ARMY GARRISON, SCHWEINFURT  
CMR 457  
APO AE 09033

IMEU-SWF-MWC

OCT 24 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #5-3, Child Supervision Guidance

PURPOSE: Establish local policy regarding supervision of children in the U.S. Army Garrison (USAG), Schweinfurt Area of Responsibility

SCOPE: Applies to personnel, civilian or military, assigned, attached or otherwise present in the USAG, Schweinfurt area of control. Area of control refers to those areas the Department of the Army has a right to maintain order and discipline over, such as military housing and government rental housing (GRHP), as well as all military installations in the Schweinfurt and Leighton areas. Violation of this policy may result in disciplinary action under the Uniform Code of Military Justice, as well as adverse administrative action to include, but not limited to, loss of logistical support, advance return of dependents and loss of command sponsorship.

REFERENCES:

- a. AR 608-18, Family Advocacy Program and AR 608-10, Child Development Services.
- b. Memorandum, IMA, MWD-A, 15 May 2006, subject: Child-Supervision Guidance.

DEFINITIONS:

- a. Child(ren): Any person who has not reached their 18<sup>th</sup> birthday, or is still attending High School
- b. Adult Guardian: A person, 18 years of age or older, who has been appointed, either by law or by permission of the parent, to take care of the child or adolescent in the parent's absence.
- c. Authorized Caregiver: A sponsor, parent, certified Family Child Care (FCC) provider, adolescent babysitter (12 years of age or older), Child Development Center, School Age Services Program, Supplemental Services Program or Youth Services Program. An adult guardian may also be an authorized caregiver consistent with the provisions of AR 608-10.
- d. Direct Supervision: Someone has line of sight and sound supervision and responsibility for the child (for example, parent, guardian, care provider, friend). Short absences (not to exceed ten minutes) are acceptable, provided that the appropriate measures are taken to reduce health and safety risks to the child during that absence. Examples of appropriate supervision include: leaving a 2 year old in a playpen while the parent goes to a basement laundry room, using an electronic baby monitor to listen to a child in another room. Paragraph 1 of this policy letter also provides specific guidelines for appropriate supervision.

This policy memorandum supersedes Policy Memorandum #5-3, dated 22 Feb 05 and remains in effect until superseded or rescinded.



Any person who has not reached their 18<sup>th</sup> birthday, or is still attending High School

e. **Monitored Supervision:** An adult is aware of a child's location and activities (i.e. a specific playground or residence). An emergency contact is available at all times.

f. **Monitored self-care:** Parents have assessed their child's ability and allowed the child to monitor him or herself. The child has emergency contact available.

**APPLICABILITY:** This policy applies 24 hours a day, 7 days a week to all members of the Schweinfurt Military Community (USAG, Schweinfurt) who are parents, legal guardians, or authorized caregivers of children who -

a. Live with them in a military housing area or in a home in the local community.

b. Have not yet graduated from high school.

**POLICY:**

1. The USAG, Schweinfurt Commander is responsible for promoting the health, safety and welfare of all who live within the USAG, Schweinfurt's jurisdiction. Children who are left without responsible supervision are susceptible to harm, which all too often produces tragic results. Parents are ultimately responsible for the welfare and actions of their children. Failure to exercise those parental responsibilities may constitute child neglect. Military Police and Social Work Service (SWS) are required to investigate incidents which violate this policy letter on behalf of the Commander. The Department of the Army, through the Family Advocacy Program, aims to prevent incidents of child abuse and to protect those who are victims of abuse. Child neglect is a category of child abuse. Parents are ultimately. Parents and guardians are guilty of neglect if they fail to adequately provide for the basic needs of their children, such as food, shelter, medical and dental care, education, supervision and safety. To ensure that neglect does not occur all parents/guardians must adhere to the following standards:

a. **Children**, regardless of age, will not be left unattended in circumstances involving potential or actual risk to their health and/or safety.

b. **Children below kindergarten age** require close supervision and therefore must be in direct contact with a caregiver at all times.

c. **Children from kindergarten to 5th grade** wish to explore their environment. As a result they must also be protected from the consequences of their natural curiosity. Supervision may not require constant direct contact, however it will require the caregiver to be in the immediate vicinity (within 100 feet) of the child and in visible or hearing range at all times. Note: kindergarteners may not walk to school or other supervised activities alone. 1<sup>st</sup> to 5<sup>th</sup> graders may walk to school alone but may not supervise kindergarteners walking to school or supervised activities. Children in grades 4 and 5 may be left unattended in a car for up to 10 minutes while an adult runs an errand (for example pay a bill or get mail).

d. **Children in grades 6-7** should be allowed to explore their environment in order to build up their self-reliance, however they need to be supervised



using direct and indirect methods. Indirect supervision means that the parent should know their children's whereabouts and should check their welfare frequently. Children at this grade level can be left alone for up to 6 hours, not overnight, with ready access to an adult. Children in grade 6 may baby-sit siblings for up to 3 hrs with ready access to an adult. Children in grade 7 may baby-sit siblings and others for up to 6 hrs, not overnight, with ready access to an adult. The Red Cross or CYS Babysitting Course is strongly recommended. Children at this grade level can be left alone in an automobile for up to 15 minutes, but the keys must be removed and the hand brake applied.

e. **Children in grades 8-10** in most cases should be mature enough to start exercising self-supervision. Children in these grades may be left alone, but not overnight. These children can baby-sit siblings for up to 12 hours, with ready access to an adult. They may baby-sit other children but they are strongly recommended to attend the Red Cross Babysitting Course. Children in this grade can be left alone in an automobile for up to 15 minutes, but the keys must be removed and handbrake applied.

f. **Children in grades 11-12** may be left alone overnight but a responsible adult must check on them at least twice during the day (see Table 1). Children in the 12<sup>th</sup> grade may be left alone for no more than 3 consecutive days. Parents are responsible for ensuring that the children know where at least one parent is, and have access to telephone numbers of responsible adults in the event of an emergency. It is strongly recommended that caregivers plan for any emergency to include risks to medical and personal safety.

g. Overnight babysitting by children in grades 11-12 shall not be on a regular and continuous basis. The Red Cross or CYS Babysitting Course is strongly recommended for all children who provide childcare.

h. Parents and guardians who leave children grades 6 and above unattended should provide the child with a key, emergency phone numbers (police, fire department, and dispensary), a phone number where parents can be reached, the expected time of return, and the name and phone number of an adult who can be reached immediately in the event of an emergency. The designated adult must be aware of his/her responsibility. Parents/guardians should notify the designated adult by phone or in person before departure.

2. Children will advance to the next grade level on the first day of the new grade. During the summer they will be considered to be in the grade they have just completed.

### 3. Conversion From Age to Grade (for Home-Schooled Children)

Age	4/5	6	7	8	9	10	11
Grade	Kindergarten	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>

Age	12	13	14	15	16	17/18	
Grade	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	

4. The enclosed USAG, Schweinfurt Child Supervision Matrix explains the level of adult supervision required for children in different grades.

5. Table 1 provides guidance on the level of adult supervision needed for children in different grades. Incidents of unsupervised children will be reported to the Military Police (MPs). The MPs will investigate each such incident. The MPs will also contact both the Director, Social Work Services and the Garrison Commander regarding each unsupervised child.



## 6. Supervision Options.

Grade K thru 5 (5 to 10 years old)	Grade 6 thru 9 (11 to 14 years old)
Child and Youth Services-sponsored: <input type="checkbox"/> Child development center (CDC) <input type="checkbox"/> Family childcare <input type="checkbox"/> School-age services (SAS)  Community resources: <input type="checkbox"/> In-home babysitter <input type="checkbox"/> Nanny <input type="checkbox"/> Schools <input type="checkbox"/> Host-nation CDC and SAS programs <input type="checkbox"/> Other host-nation programs	Child and Youth Services-sponsored Clubs and volunteer activities <input type="checkbox"/> Instructional classes <input type="checkbox"/> Neighborhood Activity Homes <input type="checkbox"/> SAS and middle-school programs <input type="checkbox"/> Team sports  Community resources: <input type="checkbox"/> Churches <input type="checkbox"/> Designated adult <input type="checkbox"/> Host-nation programs <input type="checkbox"/> Schools <input type="checkbox"/> Scouts <input type="checkbox"/> Youth centers

Parents who need assistance identifying the supervision option best meets their needs, should contact the Child and Youth Services resource and referral office. This office is located in *The Commons*, (Bldg 234) on Ledward Barracks.

7. Our community has curfew hours for school age children between the grades 4-12 who are not under direct parental supervision. These curfews prevent unsupervised activity during the "quiet hours" prescribed by German law. The community curfew for minors includes government controlled housing areas, as well as Ledward, Conn and Leighton Barracks.

## a. The Community curfew hours for minors are:

GRADES	CURFEW
4 <sup>th</sup> - 10 <sup>th</sup>	2200 to 0500 Sunday-Thursday
Under 16 yrs	2200 to 0500 Friday-Saturday
11 <sup>th</sup> -12 <sup>th</sup>	2200 to 0500 Sunday-Thursday
	2300 to 0500 Friday-Saturday

b. A sponsor, parent, or guardian must accompany minor family members after established curfew hours.

c. Exceptions to curfew hours will be granted for children returning home immediately after sanctioned functions, such as school dances, athletic events and Youth Services activities. The sponsoring activity will notify the MP Desk Sergeant of the closing time of each such event.

d. Our MPs will temporarily detain minors who violate curfew hours. They will promptly notify the minor's sponsor, parent or guardian. Parents or guardians must pick up the minor at the MP station. The MPs will report each curfew violator to our Civilian Misconduct Action Authority (CMAA) per AE Reg. 27-9.

8. Children develop at different rates. Some children may require more or less supervision than indicated above for children of the same age. Parents must use good judgment and consider the physical, emotional and psychological



maturity of their child when determining the level of supervision the child requires. However, parents, guardians, and authorized caregivers are required to follow the above standards, unless an exception has been approved through the USAG, Schweinfurt. Any other deviation from these standards will be a basis for investigation of potential child neglect.

9. Area, Building, and Stairwell Coordinators and our MPs will monitor compliance with this policy. Stairwell Coordinators will prominently post this policy on all stairwell bulletin boards. Leaders and support providers throughout our Community will widely publicize this policy. Occupants of government owned or leased family housing units will be given a copy of this policy when they are assigned quarters. Violators should be reported to the sponsor's unit chain of command or our MPs.

10. Everyone should take an active role in safeguarding children in our Community, report suspected child abuse or neglect to the Military Police (MP) at 09721-96-6766 or DSN 354-6766 (Schweinfurt MP station) / 0931-889-6548 or DSN 350-6548 Leighton MP station. Question children who are out past designated curfew hours, or who appear to be unsupervised. When children are determined to be unsupervised, the MPs will be called. The MPs and SWS will assess the incident and present it to the Family Advocacy Program Case Review Committee (CRC) when the report is deemed credible. The CRC will then address the applicable rights of alleged victims and offenders determine whether an incident of neglect has taken place IAW AR 608-18, and recommend treatment plans to resolve the problems in these families.

11. The proponent for this policy is the Army Community Service Center Family Advocacy Program Manager at 09721-96-6435 or DSN: 354-6751.

EVERY DAY... BETTER

1 Encls  
Tables 1

DISTRIBUTION:  
A

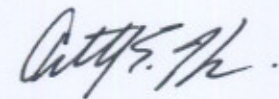
  
ANTHONY E. HAAGER  
LTC, QM  
Commanding



Table 1: USAG Schweinfurt Child Supervision Guidelines

Age or Grade of Child	May Be Left Alone at Home	May Be Left Alone Overnight	May Be Left Outside Unattended (Including Playing)	May Be Left Unattended in a Car	May Baby-sit Siblings	May Baby-sit Others (Besides Siblings)
Newborn - age 4	No	No	No	No	No	No
Kindergarten through grade 5	No	No	Kindergarten through 3d Grade: <b>Yes</b> , if in a playground / yard with immediate access (sight or hearing distance) to an adult (notes 1 and 2).	No	No	No
			Grades 4 and 5: <b>Yes</b> , if in a playground or yard with ready access to an adult. Kindergarteners <b>may not</b> walk to or from school or other supervised activities alone; 1st through 5th graders <b>may</b> walk to and from school and other supervised activities alone. Parents must consider the distance to the school, school opening time, hours of darkness, and the child's maturity (notes 1, 2, and 3).	Grades 4 and 5: <b>Yes</b> , for up to 10 minutes (e.g. when an adult is picking up mail or paying for gasoline) <b>if</b> the keys have been removed and the handbrake applied (notes 2 and 4).		
Grades 6 and 7	Yes, for up to 6 hours in a 24-hour period (but not overnight) with ready access to an adult (notes 1 - 3, and 5).	No	Yes, for up to 6 hours with ready access to adult supervision (notes 1, 2, 3, and 5).	Yes, for up to 15 minutes if the keys have been removed and the handbrake applied (notes 2 and 4).	Grade 6: <b>Yes</b> , for siblings over 2 years old for up to 3 hours with ready access to an adult (notes 1, 2, 3, and 5).	Grade 6: No
					Grade 7: <b>Yes</b> , for up to 6 hours with ready access to an adult, <b>but not</b> overnight (notes 1, 2, 3, and 5).	Grade 7: <b>Yes</b> , for up to 6 hours with ready access to an adult, <b>but not</b> overnight (notes 1, 2, 3, and 5).
Grades 8, 9, and 10	Yes, but not overnight (note 2).	No	Yes (note 2).	Yes, for up to 20 minutes if the keys have been removed and the handbrake applied (notes 2 and 4).	Yes, for up to 12 hours with ready access to an adult, <b>but not</b> overnight (notes 1, 2, 3, and 5).	Yes, for up to 12 hours, <b>but not</b> overnight (notes 2, 3, and 5).
Grades 11 and 12	Yes (note 2).	<b>Yes</b> , for up to 48 hours (72 hours for Grade 12), <b>but</b> an adult must check on them at least every 12 hours. Minors must have telephone access to an adult in case of emergency, and must know where at least one parent is (note 2).	Yes (note 2).	Yes (notes 2 and 4).	Yes (notes 2, 3, and 5).	Yes (notes 2, 3, and 5).

**NOTES:**

1. Adult supervision is defined as "someone who has or assumes responsibility for the child (for example: a parent, guardian, care provider, or an adult friend)."
2. Parents are responsible for assessing the capabilities of their children. Questions to answer may include "Can your child solve problems independently?" "Does your child think about the consequences before choosing to behave in a certain way?" "How does your child occupy him- or herself when left with free time?"
3. Ready access is defined as "as a minimum, telephone access and telephone number of each person designated as adult supervision."
4. Children may have difficulty assessing dangerous weather conditions (for example, extreme heat or cold) and taking action to protect themselves.
5. Red Cross babysitting training is strongly recommended.

IMEU-SWF-MWC

Enclosure to Policy Memorandum 5-3, Child-Supervision Guidance